304644
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384	•	EVENT NAME	Feed The Hur	mp		TYPE OF EVENT	
		EVENT LOCATION	McKinley Arts	See FAQ for clarification of event type  Special Activity			
>   	2 200	PRCS PRCS EN	EVENT DA		Special Event – Parks Special Events – Street / Sidewalk Occupancy		
$\bigcirc$	M	Setup Date	5/7/2014	Setup Start Time	4:00 pm	]	
أسأسا		Event Start Date	<del></del>	Event End Date	10/29/2014	EVENT WILL INCLUDE	
Œ.		Daily Event Start Time	5:00pm	Daily Event End Time	8:00pm	(check all that apply)	
		Dismantle Date	10/29/2014	Dismantle End Time	9:00pm	✓ Amplified Sound/Multime	
		(To be included	n of 275 characters)	Attachment A Required  Street/Sidewalk Occupanc  Attachment B Required			
		Feed The Hump, Reno's will be there along with r district!	Alcohol Service  Attachment C Required  Vendors/Exhibitors  Attachment D Required				

ON SITE CONTACT

Melissa Williams ON SITE NUMBER

775-450-0062

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activity or Event under the Reno Municipal Code. I understand that this application is made subject to the rules and regulations established by the City Council and/or the City Manager or the City Manager's designee. I agree to comply with all other requirements of the City, County, State, Federal Government, and any other applicable entity which may pertain to the use of the event venue and the conduct of the event. I agree to abide by all rules, regulations and permit conditions and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Reno. Such City Services may include, but are not limited to. Police, Fire, Public Works, Parks and Recreation, Business License and/or other necessary services provided by the City of Reno. Indemnification of the City of Reno. By signing this application the applicant, and any organization the applicant represents, agrees to indemnify, defend and hold harmless the City and its officers, agents and employees (collectively "Indemnitees") from and against any claim, loss, damage, injury, death and liability of every kind, nature and description (including without limitation, incidental and consequential damages, court costs, attorneys' fees and costs of investigation) that arise directly or indirectly, in whole or in part, from or relating to any conduct of the applicant or the applicant's principals, agents, employees, subcontractors, vendors or invitees pursuant to any permit issued pursuant to this application. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.

# **EVENT COORDINATOR'S SIGNATURE**

**EVENT COORDINATOR'S NAME Mitch Williams** 

This application alone does not authorize a Special Activity or Event. Application must be reviewed by all necessary departments prior to permit issuance. Permit must be on-site during the event and must be shown, upon demand, to any member of the City of Reno Police, Fire, Public Works, Parks and Recreation, Business License Department(s) or City Manager's Office.

	•	
	Special	Activity
$\checkmark$	Special	Event - Parks
	Special	Events - Street /
	Sidewal	lk Occupancy

# NT WILL INCLUDE eck all that apply)

V	Amplified Sound/Multimedia
	Attachment A Required
	Street/Sidewalk Occupancy
	Attachment B Required
$\checkmark$	Alcohol Service
	Attachment C Required
	Vendors/Exhibitors
	Attachment D Required

Attachment E Required
Event Set-Up
 Attachment F Required

Privileged Sales

interpretation of the state of
 Park Usage
Attachment G Reau

Food/Beverage Service Contact Washoe County Environmental Health Services (775) 328-2620

HOST ORGANIZATION	Mellow Yello	w Food,	LLC	EVENT COORDINATO	or I	Mitch & Me	lissa Williams
MAILING ADDRESS	2866 Cintoia	Dr.		CITY/STATE/ZIP	,	Sparks, NV	89434
DAYTIME PHONE	775-450-006	52	CELL PH	ONE 775-750-306	69	N/A	4
WEBSITE	TBD			EMAIL ADDRESS	<u> </u>	mitchwilliam	s79@yahoo.con
ONSITE CONTACT	Mitch or Mel	issa Will	iams	CELL PHONE	<u>.</u>	775-450-00	62
PUBLIC CONTACT	11		fi	DAYTIME PHONE	_	775-750-30	69
FEDERAL TAX ID	46-1648470					ANIZATION IS N n-profit status <u>must</u> be inc	
ANTICIPATED ATTENDA	ANCE: DAILY	500	TOTAL	13000			
OPEN TO THE PUBLIC	☐ ADMISS	ION WILL B	E CHARG	ED \$			
		FOR CITY	OF RENC	OFFICE USE ONLY	V	<u></u>	
<b>Application Processing Fee</b>	* 0-49 Vendors	\$103.00					
<b>Application Processing Fee</b>	* 50+ Vendors	\$258.00			D.	ATE ENTERED	
<b>Temporary Vendor Busine</b>	ss License	\$ 15.00	x			FAX TO	
<b>Temporary Alcohol Permit</b>	, 1 Booth/Day	<b>S</b> \$ 55.00	X				Fire
<b>Temporary Alcohol Permit</b>	, Add'l Booth/Day	\$ 22.00	X		]		Zoning
Fire Inspection		<b>\$111.00</b>			1		Health
Additional Fire Permits		☐ TBD	Refer	to "FD" Section	C	omplete 🔲 I	ncomplete
City Service Fee		☐ TBD	Actual Cost	of City Services	Reaso	on Incomplete:	
Late Fee		☐ TBD	Refer to Reno	Municipal Code			
*Application fees must be paid at the time the application is submitted and are not refundable under any circumstances*							
		TOT	TAL FEES		1	INTIALS	
		TO	FAL PAID			LITERALIO	

## FIRE DEPARTMENT

## 1. Provide a site plan of set up:

To ensure appropriate review of your event, it is preferred that you submit computer assisted drawings (CAD) of your event site plan. This is applicable for both moving routes and fixed venues. If CAD plans are not submitted, your site plan should be produced in a clear and legible manner. Site plans should be submitted in an 8 ½" x 11" or 8 ½" x 14" standard format. Your event site plan <u>must</u> include the following items:

- An outline of the entire event venue including the names of all streets or areas that are a part of the venue and the surrounding area. If the event involves a moving route of any kind, indicate the direction of travel.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue, with the exception of Virginia Street between First and Fifth Streets where twelve foot (12') emergency access lanes are required. Intersections with all side streets must remain open and minimum twenty-eight foot (28') emergency access lanes are maintained on Second and Fourth Streets.
- The location of first aid facilities and, if applicable, the location of ambulances.
- The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, seating with aisle spacing, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases, fryers, and/or barbeque grills.
- Generator locations and/or source of electricity.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations of exits within tents and tent structures.
- Identification of all event components that meet accessibility standards.
- Any other related event components not listed above.

A Fire Inspector will review the submitted plans for the special event. Upon final approval of the floor plan the Inspector will return a copy to the promoter indicating all applicable fees not collected at time of application and any special requirements.

#### 2. Fire Inspection:

A Fire Inspector will inspect the facility during set-up to determine compliance with these requirements. In the event fire and life safety violations are found, the applicant will be given one opportunity for compliance. Failure to adhere to these requirements may result in citation, delay of opening, or closure of the event. The organization holding the event is responsible for making all vendors aware of the Reno Fire Department guidelines listed in Attachment F, as well as all requirements noted on any issued permits.

3. Additional Information:						
Will you be using any of the following? Check all that apply:						
<ul> <li>✓ Flammable or compressed gases</li></ul>						
Separate Permit Requirements:						
One or more of the following activities (\$85)  Open flame devices Open flame devices include decorative devices, cooking devices, and theatrical open flame performances.  Canopies in excess of 400 square feet Canopy – A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.  Tents in excess of 200 square feet Tent – A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.  Indoor demonstration cooking						
Pyrotechnic activity (\$225)  Pyrotechnics  Pyrotechnic composition – A chemical mixture that produces visible light displays or sounds through a self-propagating, heat-releasing chemical reaction which is initiated by ignition.						

For Additional Information Contact:

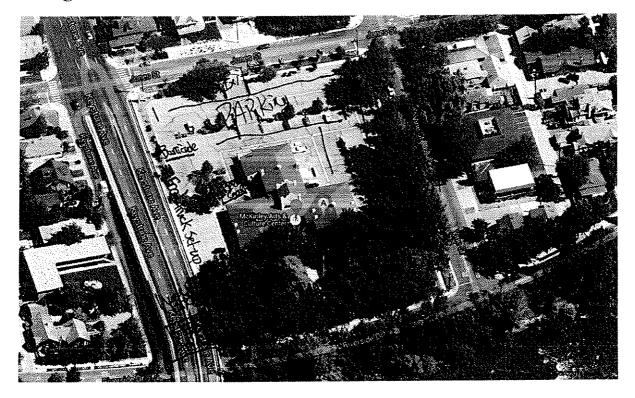
Reno Fire Department 775-334-2300 775-334-3826 FAX RFDSpecialEvents@reno.gov

# DISPOSAL AND RECYCLING PLAN

Will you be using existing, City-owned trash receptacles at your event?  Yes.
Note that you will be required to empty these receptacles frequently throughout the course of your event. Plastic bags must be used to line the
trash receptacles. City staff will not service the receptacles during your event, other than during activities designated as Special Event – Parks.
No.
Describe refuse removal plan:
Waste Management
Other than during Special Event – Parks, event organizers are required to manage recycling at all Reno Special Events (Park Staff manages recycling at Special Events – Parks).
Method and types of recyclable material collection:  ✓ cans ✓ plastic bottles ☐ paper materials ☐ cardboard ☐ other
Describe recycling plan if event is not taking place in a City park:
How will you promote recycling at your event?

Go gle

To see all the details that are visible on the screen, use the "Print" link next to the map.



1 of 1 1/28/2014 8:21 AM

## **Special Events Rental**

(F)

Date:

City of Reno
Parks, Recreation and Community Services
McKinley Arts & Culture Center
925 Riverside Drive

Reno, NV 89503 Phone: 775-657-4630

FAX: 775-334-2598

Printed: 29 Jan 2014, 10:12 AM

User: aguilar

Contract Number:

304644

29 Jan 2014

Reservation taken by:

Status:

aguilar Tentative

City of Reno Recreation Division, hereby grants Williams, Melissa (hereinafter called the "Licensee") represented by Melissa Williams, permission to use the Facilities and/or equipment as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

a) Purpose of Use

McKinley Building Rental

Feed the Hump

#### b) Conditions of Use

Licensee MUST have this permit available the day of event and is responsible for reading and following all facility guidelines. Licensee is responsible for the set-up and clean-up of the facility.

Licensee is required to CLEAN UP area after use - Penalty fees will be assessed if areas are damaged or need cleaning. Children must be supervised at all times.

c) Date and Times of Use

Number of Bookings: 52

Expected Attendance: 1,000

Facility/Equipment	Day Start Date	Start Time	e End Date	End Time	Fee	XFee	Total
McKinley Arts & Culture Center - Auditorium/Stage	Wed 07 May 2014	04:00 PM	07 May 2014	09:00 PM	\$100.00	\$0.00	\$100.00
McKinley Arts & Culture Center - Outside Grassy area	Wed 07 May 2014	04:00 PM	07 May 2014	09:00 PM	\$35.00	\$203.00	\$238.00
McKinley Arts & Culture Center - Auditorium/Stage	Wed 14 May 2014	04:00 PM	14 May 2014	07:59 PM	\$100.00	\$0.00	\$100.00
McKinley Arts & Culture Center - Outside Grassy area	Wed 14 May 2014	04:00 PM	14 May 2014	09:00 PM	\$35.00	\$100.00	\$135.00
McKinley Arts & Culture Center - Auditorium/Stage	Wed 21 May 2014	04:00 PM	21 May 2014	09:00 PM	\$100.00	\$0.00	\$100.00
McKinley Arts & Culture Center - Outside Grassy area	Wed 21 May 2014	04:00 PM	21 May 2014	09:00 PM	\$35.00	\$100.00	\$135.00
McKinley Arts & Culture Center - Auditorium/Stage	Wed 28 May 2014	04:00 PM	28 May 2014	09:00 PM	\$100.00	\$0.00	\$100.00
McKinley Arts & Culture Center - Outside Grassy area	Wed 28 May 2014		28 May 2014	09:00 PM	\$35.00		\$135.00
McKinley Arts & Culture Center - Auditorium/Stage	Wed 04 Jun 2014		04 Jun 2014	09:00 PM		\$0.00	\$100.00
McKinley Arts & Culture Center - Outside Grassy area	Wed 04 Jun 2014		04 Jun 2014	09:00 PM	\$35.00		\$135.00
McKinley Arts & Culture Center - Auditorium/Stage	Wed 11 Jun 2014		11 Jun 2014	09:00 PM		\$0.00	\$100.00
McKinley Arts & Culture Center - Outside Grassy area	Wed 11 Jun 2014		11 Jun 2014	09:00 PM	\$35.00		\$135.00
McKinley Arts & Culture Center - Auditorium/Stage	Wed 18 Jun 2014		18 Jun 2014	09:00 PM		\$0.00	\$100.00
McKinley Arts & Culture Center - Outside Grassy area	Wed 18 Jun 2014		18 Jun 2014 25 Jun 2014	09:00 PM	\$35.00	\$0.00	\$135.00
McKinley Arts & Culture Center - Auditorium/Stage McKinley Arts & Culture Center - Outside	Wed 25 Jun 2014 Wed 25 Jun 2014		25 Jun 2014 25 Jun 2014	09:00 PM	\$35.00	,	\$100.00 \$135.00
Grassy area McKinley Arts & Culture Center - Outside  McKinley Arts & Culture Center -	Wed 02 Jul 2014		02 Jul 2014	09:00 PM		\$0.00	\$100.00
Auditorium/Stage McKinley Arts & Culture Center - Outside	Wed 02 Jul 2014		02 Jul 2014	09:00 PM	\$35.00	*	\$100.00
Grassy area McKinley Arts & Culture Center - Outside  McKinley Arts & Culture Center -	Wed 02 Jul 2014 Wed 09 Jul 2014		09 Jul 2014	09:00 PM		\$0.00	\$100.00
Auditorium/Stage McKinley Arts & Culture Center - Outside	Wed 09 Jul 2014	04:00 PM		09:00 PM	\$35.00	*	\$135.00
Grassy area McKinley Arts & Culture Center -	Wed 16 Jul 2014		16 Jul 2014	09:00 PM		\$0.00	\$100.00
Auditorium/Stage McKinley Arts & Culture Center - Outside	Wed 16 Jul 2014	04:00 PM	16 Jul 2014	09:00 PM	\$35.00 \$	•	\$135.00
Grassy area McKinley Arts & Culture Center -	Wed 23 Jul 2014		23 Jul 2014	09:00 PM		\$0.00	\$100.00
Auditorium/Stage McKinley Arts & Culture Center - Outside	Wed 23 Jul 2014		23 Jul 2014	09:00 PM	\$35.00 \$	• • • •	\$135.00
Grassy area							Page: 1

ontract Number:	304644			Reservat	ion taken by:	aguilar	
ate:	29 Jan 2014				Status	s: Tentative	
McKinley Arts & Cu	ulture Center -	Wed 30 Jul 2014	04:00 PM	30 Jul 2014	09:00 PM	\$100.00 \$0.00	\$100.00
Auditorium/Stage McKinley Arts & Co Grassy area	ulture Center - Outside	Wed 30 Jul 2014	04:00 PM	30 Jul 2014	09:00 PM	\$35.00 \$100.00	\$135.00
McKinley Arts & Co	ulture Center -	Wed 06 Aug 2014	04:00 PM	06 Aug 2014	09:00 PM	\$100.00 \$0.00	\$100.00
Auditorium/Stage McKinley Arts & Ci Grassy area	ulture Center - Outside	Wed 06 Aug 2014	04:00 PM	06 Aug 2014	09:00 PM	\$35.00 \$100.00	\$135.00
McKinley Arts & Co	ulture Center -	Wed 13 Aug 2014	04:00 PM	13 Aug 2014	09:00 PM	\$100.00 \$0.00	\$100.00
Auditorium/Stage McKinley Arts & Co	ulture Center - Outside	Wed 13 Aug 2014	04:00 PM	13 Aug 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & Co	ulture Center -	Wed 20 Aug 2014	04:00 PM	20 Aug 2014	09:00 PM	\$100.00 \$0.00	\$100.00
	ulture Center - Outside	Wed 20 Aug 2014	04:00 PM	20 Aug 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & Cl Auditorium/Stage	ulture Center -	Wed 27 Aug 2014	04:00 PM	27 Aug 2014	09:00 PM	\$100.00 \$0.00	\$100.00
McKinley Arts & C	ulture Center - Outside	Wed 27 Aug 2014	04:00 PM	27 Aug 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & Cl	ulture Center -	Wed 03 Sep 2014	04:00 PM	03 Sep 2014	09:00 PM	\$100.00 \$0.00	\$100.00
	ulture Center - Outside	Wed 03 Sep 2014	04:00 PM	03 Sep 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & Co Auditorium/Stage	ulture Center -	Wed 10 Sep 2014	04:00 PM	10 Sep 2014	09:00 PM	\$100.00 \$0.00	\$100.00
McKinley Arts & C	ulture Center - Outside	Wed 10 Sep 2014	04:00 PM	10 Sep 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & C Auditorium/Stage	ulture Center -	Wed 17 Sep 2014	04:00 PM	17 Sep 2014	09:00 PM	\$100.00 \$0.00	\$100.00
McKinley Arts & C	ulture Center - Outside	Wed 17 Sep 2014	04:00 PM	17 Sep 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & C	ulture Center -	Wed 24 Sep 2014	04:00 PM	24 Sep 2014	09:00 PM	\$100.00 \$0.00	\$100.00
	ulture Center - Outside	Wed 24 Sep 2014	04:00 PM	24 Sep 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & C	ulture Center -	Wed 01 Oct 2014	04:00 PM	01 Oct 2014	09:00 PM	\$100.00 \$0.00	\$100.00
	ulture Center - Outside	Wed 01 Oct 2014	04:00 PM	01 Oct 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & C	ulture Center -	Wed 08 Oct 2014	04:00 PM	08 Oct 2014	09:00 PM :	\$100.00 \$0.00	\$100.00
	ulture Center - Outside	Wed 08 Oct 2014	04:00 PM	08 Oct 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & C	ulture Center -	Wed 15 Oct 2014	04:00 PM	15 Oct 2014	09:00 PM S	\$100.00 \$0.00	\$100.00
	ulture Center - Outside	Wed 15 Oct 2014	04:00 PM	15 Oct 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & C	ulture Center -	Wed 22 Oct 2014	04:00 PM	22 Oct 2014	09:00 PM	\$100.00 \$0.00	\$100.00
	ulture Center - Outside	Wed 22 Oct 2014	04:00 PM	22 Oct 2014	09:00 PM	\$35.00 \$100.00	\$135.00
Grassy area McKinley Arts & C	ulture Center -	Wed 29 Oct 2014	04:00 PM	29 Oct 2014	09:00 PM S	\$100.00 \$0.00	\$100.00
Auditorium/Stage McKinley Arts & C Grassy area	culture Center - Outside	Wed 29 Oct 2014	04:00 PM	29 Oct 2014	09:00 PM	\$35.00 \$100.00	\$135.00
d) Additional F			<del>-</del> .				
	<ul> <li>Bookings</li> <li>Application Fee 0-49 Ven</li> </ul>	dors	Fee \$103.00				
	cial Event Staff		\$2,600.00				
. <u>-</u>			\$2,703.00				
e) Payment Me							_
Rental Fee	s Extra Fees	Rental Total	Damage De	posit Total	Applied	Balance	Current

Balance of rental due and payable immediately.

\$6,213.00

\$2,703.00

\$3,510.00

\$0.00

\$0.00

\$6,213.00

\$0.00

User: aguilar

Date:

Contract Number:

304644

29 Jan 2014

Reservation taken by:

aguilar Tentative

Status:

f) Other Information

Beer, Wine & Champagne

YES-Beer, Wine & Champagne-Permit Issued

Stage Light Permit

NO - Stage Lighting Permit NOT Issued

**Emergency Phone** 

334-2262, 233-5156 or 334-2240-option 2

Printed: 29 Jan 2014, 10:12 AM User: aguilar

Special Events Rental

Contract Number: 304644 Reservation taken by: aguilar
Date: 29 Jan 2014 Status: Tentative

PLEASE READ THE ENTIRE CONTENTS OF THIS AGREEMENT BEFORE SIGNING, AS IT HAS A SIGNIFICANT EFFECT ON LEGAL RIGHTS. THIS AGREEMENT IS INTENDED TO PROTECT THE CITY FROM ALL LIABILITY RELATED TO USE OF A CITY OF RENO FACILITY.

In consideration of the City of Reno and its respective employees, officers, and affiliates (hereafter "City") allowing the use of its equipment and facilities ("City Facility"), the undersigned on behalf of myself, entity, group, and organization and their related invitees, guests, volunteers, heirs, assigns and representatives (hereafter collectively "Users") agree that:

- 1. Users shall abide by all applicable laws and the City of Reno Facility Use Rules, Regulations and Guidelines. Failure of any of the Users to comply with this provision may, in addition to other penalties or remedies provided by law, result in revocation of the right to use the City Facility and/or an order to vacate the facility, along with FORFEITURE of any and all feesand deposits.
- 2. Users assume all risks which may be associated with and/or result from use of a City Facility or Park and agrees to hold harmless, release, defend and indemnify, not excluding City's right to participate, from and against all liability, claims, actions, damages, losses and expenses, including but not limited to reasonable attorney's fees and costs arising out of or related to any loss, damage or injury, including death, associated with and/or resulting from use of a City Facility or Park. City does not waive, and specifically reserves, all of its statutory and common law defenses, including all protections under NRS Chapter 41.
- 3. Users agree to forever discharge and release City from any legal liability and agree not to sue City for such injuries or property damage caused by and/or resulting from use of a City Facility.
- 4. Users agree to reimburse City for any and all damages done to its property by any of the Users and related activities conducted at a City Facility except those directly and proximately caused as a result of an intentional or grossly negligent act of City.
- 5. Users agree to give City prompt and timely notice of any claims made or suit instituted which may directly or indirectly affect City.
- 6. Users agree that any and all disputes between Users and City arising from use of a City Facility and/or pertaining to this agreement, including any claims for personal injury or death, will be governed by the laws of the State of Nevada, and exclusive jurisdiction thereof will be in the State Court of the County of Washoe, State of Nevada.
- 7. In the event that any portion of this agreement is found to be unenforceable, the remaining terms and conditions shall be fully enforceable and shall be binding to the fullest extent permitted by law.
- 8. The undersigned certifies that he/she has authority to enter into this agreement on behalf of Users and is executing this agreement on Users' behalf.

#### **SPECIAL EVENT - Park Rental Information**

- A. Summer Hours are: 10am 8pm (May through Labor Day) and Winter Hours are: 10am 6pm (September through April.
- B. Park areas are open on holidays. Regular rental rates apply.
- C. A Beer/Wine ONLY permit is required if any Beer/Wine (NO other type of alcohol is allowed) will be consumed at event.
- D. Requested dates are tentatively reserved. The completed contract must be signed and payment made within three business days from the date the reservation was made. If this is not completed, the tentative reservation will be canceled and the date/location will be made available to other users.
- E. GLASS bottles or beverage containers prohibited.
- F. Insurance may be required
- G. Bounce house requests will be reviewed on a case by case basis and allowed depending upon the park and date selected.
- H. Electricity, where available, is 110v/15amp, two 220v. Users may need to supply their own generator.
- I. Amplified Sound: Per Reno Municipal Code 8.23.085: It shall be unlawful to use sound amplification devices or sound equipment in any parks and recreation facilities in excess of 50 decibels measured within 50 feet from the location of the sound amplification device or sound equipment, without first obtaining a permit in accordance with section 8.23.075. Even with a permit, sound amplification device or sound equipment shall not exceed 75 decibels at the boundaries of the permitted area. Violation of this section is a misdemeanor. Amplified sound is permitted at parks with a Sound Amplification Permit. The Amplified Sound Permit must be in the possession of the person operating the sound amplification equipment and must be shown, upon demand to any member of the City of Reno Police and/or Parks & Recreation Department. The Amplified Sound Permit does not grant permission to disturb the peace or violate RMC 8.23.085.
- J. Shade canopies may be anchored by sand bags or water buckets only stakes are prohibited.
- K. Information and photographs of rentable shelters are available at www.cityofreno.com/com/service/parks/picnicareas
- L. Violation of the permit and/or facility rules may result in closure of the event, loss of deposit, and/or additional fees.
- M. Restrictions On Use Without Permit: Persons using a facility which may be reserved by obtaining a permit, but who has not obtained one, shall vacate the area when the holders of a valid permit present themselves. When no permit has been issued, then the use of such areas shall be on a first come, first served basis consistent and compatible with their intended use.
- N. Park Refund Policy: If reservations are canceled at least 30 days prior to the scheduled event, a full refund less \$25 administrative fee will be given. There will be no refunds for reservations canceled with less than a 30 day notice.
- O. Special Event Load-in/Set up: The City of Reno parks, Recreation & Community Services Department enters into a binding and legal document through the reservation contract. This contract is signed by the event organizer or designee who is the

Printed: 29 Jan 2014, 10:12 AM

User: aguilar

Special Events Rental

		***************************************	
Contract Number:	304644	Reservation taken by:	aguilar
Date:	29 Jan 2014	Status:	Tentative

person who will be held responsible to meet the terms and conditions of the contract.

The set up time is included in the reservation and should set up begin before that time, the deposit will be forfeited. Please review the contracted times on the reservation - the event organizer, vendors and performers shall not be in the park until the time listed on the contract.

Start time, sometimes referred to as load-in, is the time specified in the contract for set up of an event. This includes delivery of supplies that will be set up in the venue for the event such as tents, canopies, chairs & tables, food, beverage, crafters, etc. It also includes the time that the organizer starts putting up banners, laying out the venue with seating or locations for booths.

Delivery of portable restrooms, temporary buildings or canopies and equipment such as pianos delivered to the stage area must be coordinated with the Recreation Supervisor at least 48 hours in advance in order to avoid additional fees.

A rehearsal fee is available for those events that need to practice the night before the event. This is booked through the reservation process and once again, the times are included as a part of the reservation contract.

The City's contracted House Technician and the event's Technical Manager may access the park prior to the contracted times if the technical needs of the event exceed the normal set up time for amphitheater lighting, sound and flooring. This must be approved by the Recreation Supervisor at least 48 hours in advance.

P. Audience members are not allowed on the stage.

X:	X:	
Melissa Williams	Name:	
Williams, Melissa 2866 Cintoia Dr Sparks NV 89434 USA	Title:	
Home: (775)750-3069 Business: (775)450-0062 Fax: (775)		
Date:	Date:	